

United States District Court Eastern District of Michigan



Summons in a Civil Action and Return of Service Form

Plaintiff(s) Name

Plaintiffs attorney, address and telephone:

Case Number and Judge Assignment (to be supplied by the Court)

Defendant(s) Name

VS.

Name and address of defendant being served:

To the defendant

This summons is notification that YOU ARE BEING SUED by the above named plaintiff(s).

1. You are required to serve upon the plaintiff's attorney, name and address above, an answer to the complaint within _____ days after receiving this summons, or take other actions that are permitted by the Federal Rules of Civil Procedure.
2. You must file the original and one copy of your answer within the time limits specified above with the Clerk of Court.
3. Failure to answer or take other action permitted by the Federal Rules of Civil Procedure may result in the issuance of a judgment by default against you for the relief demanded in the complaint.

David J. Weaver
Clerk of the Court

By: _____
Deputy Clerk

Date of issuance

RETURN OF SERVICE

A copy of the summons and complaint has been served upon the defendant in the manner indicated below:

Name of Defendant served: _____

Date of service: _____

Method of Service

☐ Personally served at this address: _____

☐ Left copies at the defendant's usual
place of abode with (name of person): _____

At this address: _____

☐ Other (please specify): _____

Service fees: Travel \$ _____ Service \$ _____ Total \$ _____

I declare under the penalty of perjury that the information contained in this Return of Service is true.

Date

Signature of server

Server's printed name

Server's address